

PMG Meeting Content Guidance

- **Overall Project Assessment (Project Manager)**
 - Utilize metrics for POG where applicable.
 - Include summary status of progress on action items from last reviews.
 - Key issues/problems to resolve at this meeting.
- **Cost/Budget Performance (Project Manager/Deputy Project Manager)**
 - **Money**
 - Planned vs. Actual Obligations
 - Planned vs. Actual Costs
 - Contingency on remaining work (\$ and %)
 - Contingency Spending Planned vs. Actual
 - Funding
 - **EVMS** (if applicable for the project)
 - CPR variance discussion with actions being taken to fix or mitigate the cause of the variances.
 - CPI/SPI trends and actions being taken to resolve negative trends.
- **Schedule Performance (Project Manager/Deputy Project Manager)**
 - Status of Level 0 – 3 milestones on baseline vs. forecast dates and has there been a change in the float from the previous month. Concentrate on milestones schedule in the next 3 months (rolling 3 month window plus past due).
 - Status the Critical Path activities and concentrate on activities scheduled for the next 3 months. If there is any slippage or forecasted slippage, discuss actions being taken to correct or prevent further slippages.
- **ETC/EAC (Project Manager/Deputy Project Manager)**
 - Show current for cost and schedule.
 - Show changes from Previous Month.
- **Risk Management (Project Manager/Deputy Project Manager)**
 - Show the top 5 Risks.
 - High Risk Activities that are scheduled in the next 2 months – discussion on what actions are being taken to mitigate the risk occurring for negative risk events or what is being done to increase the likelihood that a positive risk event will occur.
 - Newly identified risk events, – discuss the risk and what the risk mitigation plans are.
 - Change in status of existing risks – discuss if any existing risks have changed and why. For example, a high risk has been changed to a low risk or a medium risk has become a high risk.
 - Summary Status of Risks – This can be a table/graph that would show for each month Total Risks Open, Risks Retired, New Risks, and indicated how many risk are high/medium/low.
- **Procurements (Project Manager/Deputy Project Manager/Procurement Liaison)**
 - Show Procurement schedule. Give progress on Critical Procurements with emphasis on the next 6 month period.
- **Labor/staffing Resources (Project Manager/Deputy Project Manager)**
 - Discuss current and future resource needs or problems.
 - Show Planed staffing vs. actual.
 - Show Heads to FTE ratio.
- **Change Requests (Project Manager/Deputy Project Manager)**
 - Presentations on any Change Requests that require Directorate approval.

- Summarize any Change Requests that have occurred over the last month period (since last PMG) and pending Change Requests that may need Directorate approval in the future.
- **Progress / Status / Issues for Highlighted Subprojects**
 - The number of and which subproject are presented at a PMG will vary based on project size and critical issues. May do 1 or 2 subprojects for more in-depth presentation and cover the other at a very high level. This is to be determined by the Co-chairs.
 - Control Account Manager/Level 2 Manager of the selected subproject will present the progress, status, and issues of their subprojects. Periodically consultants (external to PMG members) will be brought in to assess and give feedback on subproject presentations.
 - Should compare to plan (schedule and milestones), note variances, describe corrective actions or workarounds .
 - Highlight planned activities for next three months.
- **Summarize Action Items from Meeting (Project Manager / PMG Co-chair)**
 - Include action description, the owner(s), and any applicable due date .